

# Bluebooking Tips for the Write-on & Beyond

## About the Bluebook

*The Bluebook: A Uniform System of Citation* is the most widely used style guide for legal citation. It is currently in its nineteenth edition.

Remember that the Bluebook is a reference source. *You don't need to memorize all the rules.* Rather, you should understand the content and structure of the book so that you can easily find and apply rules.

There are three parts of the Bluebook.

- Part 1, the Bluepages, is a how to guide for basic legal citation used by courts & legal practitioners. Part 1 is not necessary for the write-on process, but it is useful for memo and brief writing.
- Part 2 contains the rules of citation and style required by law journals. It is the heart of the Bluebook.
- Part 3 contains a series of tables that show which authorities to cite and how to abbreviate them.

The Bluebook also contains a comprehensive index. Use it to locate applicable rules.

For a Bluebook tutorial, see the *Interactive Citation Workstation* by LexisNexis at <http://tinyurl.com/nynwn7l>.

## About the Write-on Citation Exercise

In the Bluebooking citation exercise, you will be given a sample article to check. You will be required to correct any errors in the footnotes and in the text. Not every footnote or section of text will contain errors.

One point will be deducted for failing to correct an error; ½ point will be deducted for changing something that was already correct. Note that this is a change from last year's grading rubric.

The citation exercise is worth 20% of your total write-on score. You are also expected to use proper citation form when writing your Note. Points may be deducted for improper citation.

# Part 2 – Rules of Citation & Style

Rules 1-9  
establish general  
standards of  
citation & style

R1.2 - 1.4	Introductory signals (e.g., <i>see</i> , <i>see also</i> , etc.)  Explain how the authority relates to the text - precedes cite
R1.5	Parentheticals  Provides additional information about the citation – follows cite
R2	Typefaces (italics, small caps, etc.)  <i>See also</i> R7 for special rules on italicization
R3	Subdivisions (volumes, parts, pinpoints, notes, sections, paragraphs, etc.)  <i>See also</i> T16
R3.5 - 4	Cross references – internal and external ( <i>id.</i> , <i>supra</i> , <i>infra</i> )
R5	Quotations (quotation marks, block quotes, ellipsis dots)
R6	Abbreviations, Numerals & Symbols  <i>See also</i> T6-16
R7	Special rules for italicization  <i>See also</i> R2 for typefaces
R8	Capitalization

Rules 10-21  
present rules for  
citation of  
specific kinds of  
authority

R10	Cases
R11	Constitutions
R12	Statutes
R13	Legislative materials (bills, hearings, gov. docs, etc.)
R14	Administrative & executive materials (regs)
R15	Books & reports
R16	Periodicals (journals, newspapers, etc.)
R17	Unpublished & forthcoming (letters, speeches, etc.)
R18	Electronic resources (internet, databases)
R19	Services (looseleaves)
R20	Foreign materials
R21	International materials (UN, EU, international courts)

## Part 3 – Tables

Tables 1-5 show which authorities to cite & how to cite them

T1	United States jurisdictions (federal & each state)
T2	Foreign jurisdictions (each country)
T3	Intergovernmental Organizations
T4	Treaties
T5	Arbitral reporters

Tables 6-16 show how to abbreviate specific authorities

T6	Case names & institutional authors
T7	Court names
T8	Explanatory phrases for judicial decisions
T9	Legislative documents
T10	Geographical terms
T11	Judges & officials
T12	Months
T13	Periodicals (common law journals)
T14	Publishing terms (edition, no date, reprint, etc.)
T15	Services (common looseleaf titles)
T16	Subdivisions (chapter, part, section, etc.)

# What to Watch for in Text

Abbreviations – generally	R6
book or article titles (don't abbreviate)	R15.3, R16.3
journal titles	T13
case names (different for text & cites)	R10.2, T6
geographical terms	R6.1, T10
foreign & international sources	R20-21, T3-5
Capitalization	R8
Numbers	R6.2
Footnotes, punctuation – order of	R1.1
Spacing	
Ellipsis dots	R5.3
Typeface (plain, italics, small caps) (different for text & cites)	R2.2

# What to Watch for in Footnotes

Abbreviations – generally	R6
book or article titles (don't abbreviate)	R15.3, R16.3
journal titles	T13
case names (different for text & cites)	R10.2, T6
geographical terms	T10
months	T12
foreign & international sources	R20-21, T3-5
Electronic resources (different if available in e-only v. both e & print)	R18
Multiple authors (&, et al.)	R15.1
Parentheticals (italics, parens, order)	R1.5
Pinpoints, sections, paragraphs	R3
Signals (italics, punctuation, order)	R1.2
Speech, interview	R17
Spacing	
Reporters – Wis. 2d (space) v. N.W.2d (no space)	T1
Sections & subsections	R3.3
Student note in journal	R16.7
Typeface (plain, italics, small caps) (different for text & cites)	R2.1, R15-21